

S-E-C-R-E-T

PLAN FOR CAREER DEVELOPMENT OF SELECTED JUNIOR PERSONNEL

1. PURPOSE: The CIA Plan for Career Development of Selected Junior Personnel is designed to identify and provide for the systematic indoctrination and development through planned rotation of a highly select group of junior employees who have the capacity and potential to profit from such development to the end that there shall be continuously available a reservoir of individuals extensively and intensively acquainted with Agency activities, who will be available for assignment to more responsible positions in accordance with Agency requirements.
2. RESPONSIBILITY:
 - a. Responsibility for this program is vested in the Assistant Director for Personnel and the Director of Training in accordance with the inherent responsibilities that lie with them as chiefs of their respective offices.
 - b. The Assistant Director for Personnel and the Director of Training have mutually agreed to divide responsibility for the program as follows:
 - (1) To share in the selection of individuals for the program.
 - (2) After selection, the individual to transfer to a JOT slot within the present ceiling of the Office of Training and to remain under the administration of the Office of Training during his development cycle.

S-E-C-R-E-T

TAB A

S-E-C-R-E-T

- (3) The Assistant Director for Personnel to be kept informed at all times, by the Director of Training, of the individual's development, planned assignment and progress.
- (4) Upon completion of his development cycle, the individual to be referred to the Assistant Director for Personnel for appropriate assignment, with due consideration for the individual's original career development plan.

3. SELECTION:

- a. Selection will be made by a committee composed of the Assistant Director for Personnel, Chairman; the Director of Training; and a representative of the major operating component having jurisdiction over the individual under consideration.
- b. The selection committee will choose from nominees referred to the Assistant Director for Personnel under procedures set forth in paragraph 5 below, and who meet eligibility criteria set forth in paragraph 4 below.

4. ELIGIBILITY CRITERIA:

- a. To be considered for entrance into the program an individual must:
 - (1) Have staff employee status.
 - (2) Be between the ages of 25 and 34, inclusive.
 - (3) Occupy a position at grade GS-7 through 12, inclusive.
 - (4) Have at least two years prior CIA service.

- 2 -

S-E-C-R-E-T

TAB A

S-E-C-R-E-T

- (5) Have completed a training course in basic intelligence, such as BIC.
- (6) Possess at least a Bachelor's degree or equivalent from an accredited college or university.
- (7) Agree to serve the Agency wherever assigned (this agreement will be stated in whatever form is ultimately decided upon to be used in the application for entrance into the Career Service).

5. NOMINATING PROCESS:

- a. Nominations will be on a quota basis from major organizational components; such quotas to be set jointly by the Assistant Director for Personnel and the Director of Training. In setting these quotas they will bear in mind the number of available JOT slots in the Office of Training. In any event those quotas will not exceed 1 per cent of the authorized strength of the component.
- b. Major components will be expected to nominate high caliber individuals for the program and the individuals must concur in their entrance into the program.
- c. Any staff employee who meets the eligibility criteria may apply through his office head to the Chief of his major component for entrance into the program. The Chief of the major component concerned will append his recommendations to the application and forward it to the Assistant Director for Personnel, whether his recommendation is affirmative or negative.

S-E-C-R-E-T

~~CONFIDENTIAL~~

- d. Application will be on a prescribed form to be developed by the Assistant Director for Personnel and the Director of Training.
 - e. Accompanying the application will be a development plan worked out by the individual and his supervisor and commented upon by the office of assignment. Such plan does not need prior concurrence of those offices in which it is expected the individual will be detailed during his development cycle.
6. REVIEW OF APPLICANTS BY THE CAREER DEVELOPMENT SELECTION COMMITTEE:
- a. The Selection Committee will make its review and base its selection on the individual's over-all suitability for the program as determined by the following:
 - (1) Possession of basic eligibility qualifications.
 - (2) Evaluation of data in applicant's official personnel folder, which must contain a current PER.
 - (3) Personal interview by the Selection Committee which will include a discussion about the individual's proposed development plan.
 - (4) Training evaluations.
 - (5) Assessment by the Assessment & Evaluation Division of the Office of Training if requested by the Selection Committee.
 - (6) Any special reports which the Selection Committee may request from the Director of Security or Chief, Medical Staff.

-4-

S-E-C-R-E-T
~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

TAB A